



# FLORIDA COMMISSION ON OFFENDER REVIEW

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*Commissioner/ Chair*

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*Commissioner/Vice-Chair*

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*Commissioner/Secretary*

January 31, 2017

Sherrill F. Norman  
Auditor General  
G74 Claude Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

Re: Six Month Follow-Up Audit-Response

Dear Mr. Norman:

Pursuant to s. 20.055(5)(h), Florida Statutes, please find the Florida Commission on Offender Review's Six-Month Post Audit Follow-up Report to Auditor General Report 2017-005, an operation audit of the Post-Prison Supervisory Release Programs, Selected Administrative Activities, and Prior Audit Findings. The final report was published in August 2017.

While there were no audit findings for Payroll, General Expenditure Processes, or for Prior Audit Findings, there were four (4) findings that pertained to the Post-Prison Supervisory Release Programs, and two (2) findings that pertained to the Administrative Activities. The Commission is pleased to report that all corrective actions have been successfully completed.

Please do not hesitate to call me if you have questions regarding this response.

Sincerely,

Melinda N. Coonrod  
Chairman

# FLORIDA COMMISSION ON OFFENDER REVIEW

## SIX MONTH FOLLOW-UP REPORT TO THE AUDIT FINDINGS FOR POST-PRISON SUPERVISORY RELEASE PROGRAMS AND SELECTED ADMINISTRATIVE ACTIVITIES

Report No. 2017-005

### Finding 1: Commission Reviews

**Recommendation:** We recommend that Commission management continue to work with Department management to strengthen OBIS controls for accurately tracking offenders due for Commission reviews. We also recommend that Commission management ensure that supervision review dates are correctly recorded in OBIS and appropriate follow-up procedures are performed to ensure Commission reviews are timely conducted.

**Commission Follow-up Response:** The Florida Department of Corrections (FDC), pursuant to Section 947.24(2), Florida Statutes is responsible for providing the Commission with the information necessary to review offenders' supervision. The FDC is responsible for properly identifying offenders due for a supervision review. The FDC programmed their OBIS/CDC database to generate a supervision review report that identifies offenders due for supervision reviews, track offenders due for supervision reviews, and ensure supervision reviews are completed and submitted in a timely manner to the Commission.

The Commission is responsible for reviewing the offender's supervision review submitted by FDC, notifying the FDC of any decisions made on the offender's supervision, and updating the database with the next supervision review date.

- Beginning in 2008, the Commission has consistently documented notification of the FDC when it came to the Commission's attention that an offender was not included on the supervision review report. The Commission continues to document notification of the FDC when an offender is not on the list. The documentation is kept in a binder.
- The FDC has notified the Commission in writing that they have repaired OBIS/CDC database glitches that resulted in incomplete supervision review reports to the Commission.
- The Commission documents feedback provided to the FDC when supervision review report errors are brought to the Commission's attention. The documentation is kept in a binder.
- The Commission documents notifying the FDC when the FDC staff does not timely submit supervision reviews to the Commission. The documentation is kept in a binder.
- The Commission will ensure the accuracy of supervision review data entry for parole, conditional release, and control release cases. The data entry for supervision reviews are done by Commission staff and are reviewed for accuracy by another Commission staff member. The accuracy reviews are documented and kept in a binder.

## Finding 2: Policies and Procedures

**Recommendation:** We recommend that Commission management ensure that policies and procedures for post-prison supervisory release programs are appropriately updated to reflect current Commission operating practices and the requirements established by State law and Commission rules.

**Commission Follow-up Response:** The Commission procedure directives have been updated ensuring they reflect current Commission operating practices, State law, and Commission rules.

- Commission Procedure Directive 3.03.08, *Parole Supervision Review*, has been updated to include the Commission's responsibility for completing supervision reviews of offenders on conditional or control release as required by State Law Section 947.24(2), Florida Statutes.
- Commission Procedure Directives 4.01.01, *Overview of Parole Revocation*; 3.03.04.05, *Final Parole Revocation Hearing Interview*; 3.03.04.06, *Staff Conducted Final Parole Revocation Hearings*; and 4.09.01, *Final Revocation Hearings* have been updated to include the time frames established in Commission Rule 23-21.022(14), Florida Administrative Code, for noticing and convening final revocation hearings and informing parolees of the date, time, and location of final revocation hearings.
- Procedure Directive 4.04.01, *Issuing Warrants* has been updated to include the Commission's use of the Warrant application and the FDC imaging system.

## Finding No. 3: Tangible Personal Property Controls

**Recommendation:** We recommend that Commission management ensure that a complete physical inventory of Commission tangible personal property is timely performed and that FLAIR property records are properly updated in accordance with DFS rules and Commission policies and procedures.

**FCOR Follow-up Response:** Pursuant to Chapter 2001-367, Laws of Florida, the Department of Corrections (FDC) is responsible for conducting the Commission's Tangible Personal Property inventory each fiscal year. FDC is responsible for completing a physical inventory of all tangible personal property, completing and maintaining all property records including detailed information for each property item, and maintaining and updating Commission tangible personal property records in the FLAIR Property Subsystem.

Commission personnel are responsible for assisting the Department's property custodian during the fiscal year inventory to help resolve any differences identified during the physical inventory. Commission personnel acknowledge that the fiscal year inventory was completed by signing off on the FDC inventory documents. Commission personnel have no ability to access the tangible personal property records in the FLAIR Property Subsystem.

- The Commission management has ensured and will continue to ensure the FDC timely completes a physical inventory of the Commission's tangible personal property each fiscal year.
- The Commission cannot ensure that the FDC fulfills its statutory requirement and properly updates the Commission's FLAIR Property Subsystem records. The Commission personnel have no ability to access the tangible personal property records in the FLAIR Property Subsystem; therefore, the Commission had no knowledge that the FDC had not fulfilled its statutory requirement to properly update the FLAIR Property Subsystem records for three property items. The Commission has annually requested from the FDC a printout of the Commission's FLAIR Property Subsystem records. Commission staff has reviewed the FLAIR Property Subsystem records printout and has

documented the notification to the FDC of errors. All errors were resolved and corrected. As of 1/20/17, the FLAIR Property Subsystem records for FY 16/17 had no errors. Commission staff will continue to annually review the FLAIR Property Subsystem records.

#### **Finding No. 4: Purchasing Card Controls**

**Recommendation:** We recommend that Commission management monitor the reasonableness of purchasing card assignments and revise Commission policies and procedures to require that the Department be immediately notified to cancel purchasing cards upon an employee's separation from Commission employment or when a Commission employee no longer requires a purchasing card to perform their job duties.

**FCOR Follow-up Response:** Commission purchasing cards have only been approved for designated users, issued properly, have not been lost or stolen, and there have been no abuses or misuse of the cards.

Pursuant to Chapter 2001-367, Laws of Florida, the Department of Corrections (FDC) is the Commission's Purchasing Card Administrator. The Commission's purchasing card procedure directive is approved by both the FDC Purchasing Card Administrator and the Department of Financial Services.

The Commission purchasing card procedure directive states, "If the cardholder terminates employment or transfers to a position not authorized to have a purchasing card, by the employee's last day of work the supervisor will collect and destroy the purchasing card by cutting it in half and send the purchasing card within five (5) to seven (7) working days." The FDC Purchasing Card Administrator is not located with Commission staff that are employed throughout the state. The only way for Commission staff to cut the purchasing card in half and return it to the FDC Purchasing Card Administrator is to send the destroyed purchasing card by mail, which takes 5 to 7 business days. The Commission can not immediately return the purchasing card to the FDC Purchasing Card Administrator.

- The Commission has reviewed the reasonableness of purchasing card assignments and has documented the review. The Commission will continue to annually review the reasonableness of purchasing card assignments.
- The Commission has updated the purchasing card procedure directive, the separation procedure directive, and the separation checklist to include email notification to the FDC Purchasing Card Administrator, within three business days, when an employee is voluntarily separated or transferred to a position not authorized to have a purchasing card. Upon an employee being involuntary separated from employment, the Commission will notify immediately by e-mail the FDC Purchasing Card Administrator.